

RESOLUTION NO. 2003-193

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE REALLOCATION OF ONE VACANT
ADMINISTRATIVE CLERK POSITION TO PERMIT
TECHNICIAN IN THE COMMUNITY DEVELOPMENT
DEPARTMENT, AND FURTHER APPROVAL OF A NEW
JOB DESCRIPTION AND SALARY RANGE

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby approve the reallocation of one vacant Administrative Clerk position to Permit Technician located in the Community Development Department; and

BE IT FURTHER RESOLVED that the City Council hereby approves the new job description for Permit Technician, as shown on Exhibit A attached hereto; and

BE IT FURTHER RESOLVED that the salary range for Permit Technician shall be as follows:

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$2,926.35	\$3,072.67	\$3,226.30	\$3,387.62	\$3,557.00

Dated: October 15, 2003

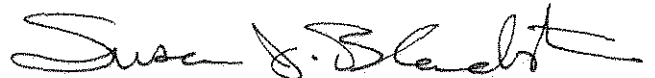
I hereby certify that Resolution No. 2003-193 was passed and adopted by the City Council of the City of Lodi in a regular meeting held October 15, 2003, by the following vote:

AYES: COUNCIL MEMBERS – Beckman, Hansen, Howard, Land, and
Mayor Hitchcock

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON
City Clerk

PERMIT TECHNICIAN

DEFINITION:

Provide technical and clerical support functions in the processing of building permits and related permits in the Community Development Department.

DISTINGUISHING CHARACTERISTICS:

This class performs more technical functions than the Administrative Clerk series. Performs a full range of permit processing including review of construction drawings, knowledge of building codes, and State regulations related to construction.

SUPERVISION EXERCISED AND RECEIVED:

Responsibilities may include the indirect supervision of part-time and/or Administrative Clerk positions. General supervision is provided by professional or management personnel. Functional or technical supervision may also be received from department staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Assure compliance with policies and procedures in the receipt, routing and processing of permit applications; process applications for new construction and building modifications;
- Provide information assistance to contractors, developers, architects, engineers and the general public; assist in the resolution of complex and sensitive customer service issues in person, on the telephone, or in writing; answer questions regarding building codes and land use requirements as requested;
- Prepare and maintain records, files and logs related to permit issuance, processing and inspections; prepare documents and plans for microfilming; submit plans and documents to other departments as required;
- Calculate and collect building permit fees including issuance of permits;
- Plan review for Code compliance of routine or minor projects;
- Review submittal of construction documents for completeness;
- Performs a variety of support duties related to the department to assist staff in various office and public activities;
- Enters and retrieves data from computer systems, Operates personal computer, related software and peripheral equipment following established formats;

- Operate and maintain the division's automated permit tracking system;
- Prepares correspondence, reports, forms and specialized documents related to the functions of the department assigned, from drafts, notes, dictated tapes, or brief instructions;
- Copies, assembles and distributes reports and other written materials;
- May serve as receptionist; receives and screens callers and visitors; provides information regarding City or department practices and procedures to a variety of parties and the general public;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Applicable codes and laws enforced by the Building Inspection Division;
- Basic office practices and procedures, including filing and the operation of standard office equipment;
- Basic business data processing principles and the use of and operation of a personal computer;
- Basic real property descriptive terminology and concepts;
- Land use regulations;
- Business arithmetic, including the calculation of areas and fees.

Ability to:

- Process permit applications for new construction and building modifications;
- Assist in coordinating the permitting process with building official, inspectors, planners, engineers, fire inspectors, other City staff, County, State and other outside agencies;
- Calculate and collect building permit fees;
- Read and interpret codes, ordinances and procedures.
- Communicate effectively both verbally and in writing.
- Communicate tactfully and effectively with the public;
- Organize and maintain accurate records and office files;
- Use and operate centralized telephone equipment, personal computer, related software and peripheral equipment;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Equivalent to the completion of high school including completion of College course work in related field.

Experience:

- Two years of responsible advanced clerical experience involving public contact.

LICENSES AND CERTIFICATES:

- ICC Certification as a permit technician or equivalent within 2 years of the date of hire.